

WARRENTON-FAUQUIER AIRPORT

RULES and REGULATIONS

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CHAPTER I

DEFINITIONS

The following words and terms shall have the meaning indicated below:

- a. “AIM” (Airmen’s Information Manual) The AIM is a publication containing basic flight information and air traffic control procedures designed primarily for use as a pilot’s instructional manual in the National Airspace System of the United States.
- b. “Aeronautical Activities” means any activity offered for compensation which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. Aeronautical activities include, but are not limited to, air charter, pilot training, aircraft hangar leasing, sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, any other activities which directly relate to the operation of aircraft. In contrast, examples, which are not “Aeronautical Activities”, include: ground transportation (taxis, car rentals, limousine services, etc.) restaurants and auto parking lots.
- c. “AGL” means an altitude expressed in feet measured Above Ground Level.
- d. “Aircraft Lease” (pertaining to the lease of an aircraft by an aeronautical activity) means a long-term written agreement established on a minimum basis of six (6) months wherein the lessee shall have full control over the scheduling and use of aircraft and the aircraft is insured as required by these Minimum Standards for use of the aircraft by Lessee.
- e. “Airport” means the Warrenton-Fauquier Airport and all of the property, buildings, facilities and improvements within the exterior boundaries of such Airport as it now exists on the Airport Layout Plan or as it may hereafter be extended, enlarged, or modified.
- f. “Airport Committee” The Committee works with the Board of Supervisors and County Administrator to recommend Minimum Standards and Rules and Regulations concerning the operation of the Airport. The Committee also reviews capital projects and plans and advises the Board of Supervisors on needed improvements.
- g. “Airport Manager” means the designated person or their designee appointed or employed by the County to manage the Airport. The Airport Manager is responsible for the safety, operations, management and maintenance of the Airport and is responsible for the enforcement of these standards and regulations.

- h. “Air Operations Area” (AOA) means the area of the Airport used or intended to be used for landing, takeoff or surface maneuvering of aircraft including the associated hangars and navigational and communication facilities.
- i. “Based Aircraft” means any aircraft hangared, tied-down or parked at the Airport more than sixty (60) days in any 12 (twelve) month period.
- j. “County” means the County of Fauquier, Virginia and its Board of Supervisors, designated officials, officers, employees or representatives.
- k. “FAA” means the Federal Aviation Administration.
- l. “FAR” means Federal Aviation Regulations. Title 14 of the Code of Federal Regulations regarding aeronautics and space. A codification of the general and permanent rules published by the office of the Federal Register by the Executive Department and the Federal Aviation Administration.
- m. “FBO” means Fixed Base Operator(s) duly licensed and authorized by written agreement with the County to operate at the airport under strict compliance with such agreement and pursuant to these regulations and standards. Only an FBO may provide aircraft fueling services.
- n. “IFR” means Instrument Flight Rules, which govern the procedures for conducting instrument flight.
- o. “Individual Users” includes individual pilots, aircraft owners, tie-down and T-hangar renters, transient users and other individual users of the Airport.
- p. “Large Aircraft” means an aircraft exceeding a gross weight of 12,500 pounds.
- q. “Landside” means all the buildings and surfaces used by surface vehicular and pedestrian traffic on the Airport outside of the AOA.
- r. “Minimum Standards” means the standards, which are established by the County as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the Airport.
- s. “MSL” means an altitude expressed in feet measured from Mean Sea Level.
- t. “NFPA” means the National Fire Protection Association.
- u. “NOTAM” means a “Notice to Airmen” published by the FAA.
- v. “Proprietary Aeronautical Activity” means an activity as prescribed by FAA Advisory Circular 150/5190-2A (Exclusive Rights as Airports), in which the County may engage and deny the same rights to others without violation (FAA) policy.

- w. “SASO – Specialized Aviation Service Operation” means a duly authorized business or entity permitted to provide limited aviation related services for compensation.
- x. “Small Aircraft” means an aircraft with a gross weight less than 12,500 pounds.
- y. “UNICOM” means a non-governmental communicating facility, which may provide airport advisory information at certain airports. Locations and frequencies are shown on aeronautical charts and publications.
- z. “VDOA” means Virginia Department of Aviation.
- aa. “WADO” means the FAA, Washington Airports District Office.

CHAPTER II

GENERAL PROVISIONS

Section 1: Purpose

The mission of Warrenton-Fauquier Airport is to provide a safe, public use airport, operated on a self-sustaining basis, while providing quality services, being a good neighbor, and meeting the needs of the citizens and visitors. A major purpose will be to serve as a reliever airport for Dulles International and Washington National Airports.

These Airport Rules and Regulations, hereinafter referred to “Rules and Regulations,” are adopted to establish the necessary administrative, operational, safety regulations, and standards for the management, government and use of the Warrenton-Fauquier Airport. The planned and professionally engineered growth of the Airport, through FAA and VDA Airport Improvement Program Grants, is identified as a primary objective. Economic development and growth will result in additional employment opportunities for Fauquier citizens and provide a superior airport facility for the aviation community. These Rules and Regulations apply to everyone using the Airport and must be observed.

Section 2: Airport Manager

The Airport Manager is authorized to take all actions necessary to protect the public who use the Airport, to direct aircraft and vehicular traffic and to oversee all Airport operations consistent with these regulations and standards, and the laws of the Commonwealth of Virginia.

Section 3: Rules and Regulations

All aeronautical activities at the Airport, all operation and flying of aircraft at the Airport, and all business and other activities at the Airport shall be conducted in conformity with these regulations and standards, and all pertinent statutes, ordinances, laws, rules, regulations, orders and rulings of the FAA, VDA, the Commonwealth of Virginia, Fauquier County, and the NFPA, which are made a part of these regulations and standards by this reference. In the event of any conflict between these regulations and standards and any law, rule, regulations, order or ordinance of any governmental agency cited in this section exercising the same or similar jurisdiction, the latter shall prevail.

Section 4: Special Events

No special event, including, but not limited to, air shows, air faces, fly-ins, skydiving or other events requiring the general use of the Airport, other than normal or routine Airport traffic shall be held unless formal written consent has been granted by the County. Said approval shall specify the areas of the Airport authorized for such special use, dates and other such terms and conditions as the County may require.

Section 5: Public Use

The Airport shall be open for public use at all times, subject to restrictions due to weather, the conditions of the Airport Operations Area, and special events and like clauses, as may be determined by the County, the Airport Manager or his designee. The Airport is provided by the County for the use, benefit and enjoyment of the public. The Airport shall be attended between the hours of 8:00 a.m. and sunset, Monday through Sunday.

Section 6: Common Use Areas

Common use areas include all runways for landing and take-off, taxiways, Airport lighting, all apparatus or equipment for disseminating weather and wind information, for radio or other electrical communications and other structures, equipment or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft. All parallel and connector taxiways shall be considered common use areas. All apron taxiways through leased areas shall be considered common use areas available for use, in common, by all persons flying or operating aircraft on the Airport and shall be kept clear and available for aircraft traffic. T-hangar taxi-lanes are also considered common use areas. No FBO or other person shall use any common use areas for the parking or storing of aircraft or for any other operation of aircraft without the prior consent of the Airport Manager or designee. The County may change common use areas at any time.

Section 7: Airport Maintenance Fees

All aircraft based at the Warrenton-Fauquier Airport shall be subject to all applicable maintenance fees in Appendix “A”. These fees will be billed twice annually on July 1st and January 1st of each Calendar Year. (See Definitions for “Based Aircraft”)

Section 8: Aircraft and Owner Documentation

All owners of aircraft based at the Warrenton-Fauquier Airport shall ensure the following documents are on file with the Airport Manager’s Office:

- Signed Hangar/Tie-Down Lease Agreement
- Tenant Information Sheet – Form #0104-1
- Proof of Insurance (single place ultralight aircraft owners should provide Proof of Application as outlined by Virginia Department of Aviation guidelines.)
- Copy of Drivers License
- Copy of aircraft owners Pilot Certificates
- Copy of Aircraft Registration
- Copy of State Aircraft License
- Declaration of Operations Under Special Waivers or Exemptions – Form #0104-3

Section 9: Vehicular Traffic and Parking

The traffic laws of the Commonwealth of Virginia shall apply to the streets, roads and vehicular parking areas at the Airport, unless otherwise provided for by the law. Except for fire and rescue vehicles, no person shall take or drive any vehicle on the Airport, other than on established streets, roads, vehicle routes, and vehicular parking areas, unless permission has been obtained from the Airport Manager or his/her designee. Unauthorized vehicles shall be subject to removal and vehicles towed, if necessary, at the owner's expense. The following rules of operation apply to vehicles operated on the Airport:

- a. No person shall operate a motor vehicle on the Airport in a reckless or negligent manner. No vehicle shall operate in excess of ten (10) miles per hour except for emergency vehicles responding to an incident.
- b. Pedestrians and aircraft shall have the right of way at all times. Vehicles shall pass to the rear and at least twenty (20) feet clear of taxiing aircraft.
- c. When parking on the tie-down or transient apron, vehicles shall be parked clear of taxi lanes and parked aircraft so as not to endanger damage or interfere with such aircraft. Overnight parking in these areas is not permitted and is only allowed in the designated parking lots unless prior permission is provided by the Airport Manager.
- d. The operator of any vehicle must have a valid driver's license and be qualified to drive the vehicle being operated.
- e. Vehicles shall be prohibited from operating on the Airport runway or taxiway without written permission from the Airport Manager or his/her designee.

Section 10: Advertising and Signs

No signs or other advertising shall be placed or constructed upon the Airport, or any building, structure or improvement thereon without having first obtained written approval from the County. The County may refuse permission for such signs if it determines that such signs are undesirable, unnecessary or may create a safety hazard. All signs must be in conformance with County regulations.

Section 11: Acceptance of Rules and Regulations by Use

The use of the Airport shall constitute an acceptance by the user of these Rules and Regulations and shall create an obligation on the part of the user to obey the Rules and Regulations.

Section 12: Rules and Regulations Made Available

All persons permitted to do business at the airport shall keep a current copy of these Rules and Regulations and a copy of the Minimum Standards for Aviation Services in their office or place of business, and shall make the copy available to all persons upon request.

Section 13: Pedestrians

All pedestrians at the Airport shall remain outside of the air operations area unless escorted by an airport employee, authorized representative or an aircraft Pilot In Command.

Section 14: Use of Airport Facilities for Compensation

With the exception of transient charter or air taxi services, no Airport facilities may be used for compensation, barter, or profit without first entering into an agreement with the County and obtaining Commercial Operating Permits as outlined in the Minimum Standards for Aviation Services.

Section 15: Insurance

Lessee shall maintain insurance of such types and in such amounts not less than those required by the Code of Virginia, Title 5.1, Chapter 8.1, §88.2: and Title 5.1, Chapter 1, §9.5:, insuring against liability for damage or loss to the Aircraft or other property, and against liability for personal injury or death, arising from acts or omissions of Lessee, its agents and employees. Prior to the effective date of this agreement, Lessee shall provide Lessor with a certificate issued by the insurance company showing proof of such insurance and a minimum of a thirty (30) day notice of cancellation. Lessee shall notify Lessor in writing of any change in the insurance coverage and will do so by US Postal Service or facsimile to either the Airport Manager or County Administrator prior to or immediately upon the effective date of the change. Lessee shall immediately, by US Postal Service or facsimile to either the Airport Manager or County Administrator, provide Lessor an insurance company issued certificate proof of insurance upon each anniversary of the renewal of that insurance.

CHAPTER III

AIRCRAFT OPERATION AND AIRPORT TRAFFIC

Section 1: General

- a. Every person operating an aircraft shall comply with and operate such aircraft in conformity with procedures recommended in the AIM, and these Rules and Regulations, and all pertinent statutes, ordinances, laws, and other appropriate governmental agencies. Each person operating an aircraft is responsible for the safety of his/her operation and the safety of others exposed to such operation.
- b. Aeronautical activities, other than the activities specifically described and allowed herein, shall be submitted to the County in writing for approval prior to engaging in such aeronautical activity. The written request should describe the activity, the operations and all provisions for ensuring the safety of such operations. The requested aeronautical activity shall not be conducted until properly coordinated and approved of in writing by the Airport Committee and until all other prerequisites to conducting such activity have been satisfied.
- c. Any aircraft owner or operator engaging in activities which are regulated by a FAA Waiver or Exemption shall advise the Airport Manager and provide a copy of the Waiver or Exemption to the Airport Manager's office.
- d. All pilots of aircraft having radio equipment permitting two-way communication should contact the Airport UNICOM on 122.70 to obtain airport advisory information and announce their intentions when they are within ten (10) miles of the Airport. The procedures outlined in the AIM shall be utilized for communications at this Airport. Pilots having radios permitting reception only should maintain listening watch on the UNICOM frequency at the Airport when they are within ten (10) miles of the Airport.
- e. All aircraft shall follow the appropriate taxiway and runway guidance markings and lighting when operating on the Airport. Taxiing on the grass is not permitted. Aircraft owner shall be responsible for any damage to any portion of the Airport infrastructure caused by their aircraft.
- f. Aircraft shall not be operated carelessly or negligently or without regards to the rights or safety of others.
- g. If the Airport Manager believes the conditions at the Airport are unsafe for takeoffs or landings, it shall be within his/her authority to issue a NOTAM to close the Airport, or any portion thereof, for such time as necessary to correct the unsafe operation.
- h. In the event that any aircraft is wrecked or damaged to the extent that it cannot be moved under its own power, the pilot in command of the aircraft or an FBO or SASO shall immediately notify the Airport Manager. Subject to governmental investigations

and inspection of the wrecked or damage aircraft and release by proper authorities, the owner or pilot of the aircraft, or the owner agent or legal representative shall take immediate action to move the aircraft clear from all runways, taxiways, ramps, tie-down areas and other traffic areas and move it to a place designated by the Airport Manager. If the owner of the aircraft fails for any reason to remove the wrecked aircraft as may be requested by the Airport Manager from the Airport Operations Area or if the owner cannot be reached, the Airport Manager will cause the removal and storage or disposal of such wrecked or damaged aircraft at the sole expense of the aircraft owner.

- i. Every aircraft owner, operator, or lessee shall pay when due all charges for services received on premises, equipment or goods leased or purchased.

Section 2: Parked Aircraft

- a. No person shall park, store, tie-down or leave any aircraft on any area of the Airport other than that designated by the Airport Manager. A specific tie-down space shall be assigned to each aircraft when the space is rented on a monthly basis. No one shall use any aircraft anchoring or tie-down facilities when such facilities are reserved for another aircraft.
- b. The operator or owner of an aircraft shall properly secure the aircraft while it is parked or stored. Aircraft operators or owners are solely responsible for parking and tying down their aircraft, including any securing devices, ropes, cables or special security measures required by weather conditions or other conditions at the Airport. Pilots or owners shall also be responsible for securing aircraft in a manner necessary to avoid damage to other aircraft or buildings at the Airport in the event of wind or other severe weather. Owners or operators of all aircraft shall be held solely responsible for any damage or loss resulting from the failure of such owner or operator of such aircraft to comply with this rule. The Airport's obligation, unless provided for in a lease agreement, shall be limited to the maintenance of the aircraft parking space. Parking space maintenance shall consist of such things as grommet repair and asphalt repair. Snow removal shall be limited to the paved taxi lanes adjacent to the tie-down space.
- c. No person shall park or store any aircraft on any tie-down or ramp that is missing any major exterior component necessary for flight. Examples include: wings, empennage, cowling, and propeller. Should temporary removal of a component be required to perform any unscheduled maintenance as defined in Section 3 of this Chapter, it will require a written request to the Airport Manager and written permission from the Airport Manager to include a time limit that the condition can exist.

Section 3: Maintenance of Aircraft

- a. Repairs to aircraft or engines shall be made in the areas designated for this purpose by the County and the Airport Manager, and not on any part of the

runway, taxiways, ramps or fueling service areas. This section does not prohibit owners from performing maintenance on their own aircraft in their assigned hangars or tie-down space as authorized by the FARs. No person shall allow a person who is not his/her employee onto the Airport to perform maintenance on his owned or operated aircraft unless the aircraft requires repairs which cannot be adequately performed by authorized maintenance and repair service on the Airport. An employee is defined as an individual on the normal payroll of the employer. Any aircraft owner utilizing an employee to perform aircraft maintenance may be required to provide the County evidence of employment in a form acceptable to the County. Social Security records, corporate identification, etc. shall be deemed acceptable evidence of employment. An aircraft owner shall not contract with a second party, such as an aircraft maintenance company or aircraft management company or contractors, to perform "scheduled" maintenance on his/her aircraft at the Airport unless said company or contractor is recognized by the County as an authorized maintenance FBO or SASO as defined in the Airport Services Minimum Standards. "Unscheduled maintenance is limited to the following:

1. Warranted maintenance work that requires repair or additional attention by the warranting company.
 2. A malfunction that prevents the aircraft from being taken to another airport for maintenance.
 3. Maintenance work that requires a specialty service that is not being provided by an existing FBO or SASO operating at the Airport.
- b. All aircraft maintenance shall be conducted strictly in accordance with Airport Services Minimum Standards; all Federal, State, and County fire and safety regulations; all Federal, State, and County rules and regulations; airworthiness directives, and other applicable rules and regulations.
 - c. No aircraft engine shall be started on an aircraft unless a competent operator is at the controls of the aircraft.
 - d. No aircraft engine shall be run up unless the aircraft is in a position that the propeller or turbine engine blast clears all hangars, shops, other building, persons, other aircraft and automobiles or vehicles in the area, and the flight path of arriving or departing aircraft.

Section 4: Taxiing

All aircraft shall be taxied at the lowest reasonable speed when operating between or near the hangars or tie-down areas.

Section 5: Traffic Rules

- a. The traffic pattern is a standard left hand pattern and shall be utilized with the procedures outlined in the AIM.
- b. The “Calm Wind” runway (when winds are five (5) knots or less regardless of direction) is runway 14.
- c. The traffic pattern altitude is 1,000 feet AGL for small aircraft and 1,500 feet AGL for large aircraft (to include turboprop and turbo jet).

Section 6: Parachute Operations

All parachute operations shall abide by the Warrenton-Fauquier Airport Rules and Regulations for Parachute Operations Manual.

CHAPTER IV

FIRE PREVENTION AND AIRCRAFT SELF-FUELING

Section 1: General

The purpose of this section is to provide fire prevention and self-fueling regulations and standards for persons who service or fuel their own aircraft. Persons who intend to use flammable or volatile liquids on the Airport and/or fuel their own aircraft shall do so in accordance with the requirements of the National Fire Protection Association (NFPA) 407 Standard for Aircraft Fuel Servicing, and FAA Advisory Circular 150/5230-4 (with change). The following shall apply except where applicable codes differ, in which case the latter shall prevail.

Section 2: Flammable or Volatile Liquids

No person shall use flammable or volatile liquids having a flash point of less than 100 degrees Fahrenheit in the cleaning of aircraft, engines, propellers, appliances, or for any other purpose. The procedures and precautions outlined in the criteria of NFPA pamphlet 410-D (Safeguarding Aircraft Cleaning, Painting and Paint Removal) and NFPA Pamphlet 410-F (Aircraft Cabin Cleaning and Refurbishing Operations) are hereby incorporated by reference and made part of this chapter as if fully set out herein, and shall be adhered to in all cleaning, and painting, and refurbishing operations using flammable or volatile liquids, including storage of such liquids. No rags soiled with flammable substances shall be kept or stored in any building on the Airport with exception of County approved aircraft maintenance facilities but only if kept or stored in a manner in accordance with fire codes.

Any flammable or volatile liquid shall be stored in covered containers.

Section 3: Cleaning and Liquid Disposal

No person shall clean any engines, or other parts of an aircraft, in any hangar with flammable substances. If flammable liquids are used for this purpose, the operation shall be carried out in the open air in a designated owner maintenance area identified by the Airport Manager. Fuels, oils, dopes, paints, solvents, acids shall not be disposed of or dumped into the drains, on the aprons, catch basins, ditches (on or adjacent to the Airport) or elsewhere on the Airport. Such liquids shall be disposed of at an approved waste disposal site.

Section 4: Cleaning Floors

Floors shall be kept clean and free of oil. The use of volatile or flammable solvents for cleaning floors is prohibited.

Section 5: Drip Pans

If required by aircraft design, drip pans shall be placed under engines.

Section 6: Fueling Operations

No fixed wing aircraft shall be fueled while its engine is running, or while in a hangar or other enclosed place. During fueling, the use of bonding in conjunction with or in lieu of grounding of electricity shall be continuously maintained. Persons may only self-fuel aircraft owned by them provided such operation is in accordance with NFPA 407 and these Rules and Regulations and the required fuel grade is not provided by the FBO.

All fuel samples collected from aircraft for the purpose of detection of contaminants shall be disposed of utilizing the containers on the Airport ramps labeled "SUMP FUEL". Absolutely no fuel is to be disposed of in any other manner such as pouring on the asphalt or grass.

Section 7: Fuel Storage

No fuels shall be stored on Airport property other than in the bulk storage and distribution system (Fuel Farm) owned and maintained by the County.

However, hangar owners and tenants may store up to five (5) gallons of fuel in an approved container for the purpose of operating aircraft tugs.

Section 8: Used Oil

All used oil shall be disposed of at an approved disposal site as soon as possible. No used oil shall be stored in any hangar.

Section 9: Compressed Gasses

Cylinders of compressed gasses shall not be stored inside hangars or occupied buildings but shall be stored external to occupied buildings and hangars in facilities approved of in writing by the Airport Manager.

Section 10: Contracts Prohibited

An aircraft owner shall not contract with a second party, such as an oil company or fuel contractor, to refuel their aircraft. The second party is considered a commercial aeronautical activity.

CHAPTER V

RESERVATION OF RIGHTS TO INDIVIDUAL USERS

Section 1: Explanation of Rights and Duties Imposed

Notwithstanding anything to the contrary contained herein the following rights, privileges and duties are hereby conferred and imposed upon individual users of the airport facilities including, but not limited to, individual pilots, aircraft owners, tie-down and t-hangar renters.

- a. Each individual user as defined herein shall meet and maintain all requirements, regulations and standards for licensing, maintenance and repair of aircraft established by FARs, Safety Bulletins, Advisory Circular, Virginia Aviation Law, and all other Federal and State regulations and standards for licensing, maintenance, and repair of aircraft.
- b. It shall be the duty of each individual user of the Airport to fully inform themselves of and to keep current on, all Federal, State and County regulations and standards to completely and promptly comply therewith.
- c. Nothing contained herein shall restrict or limit the right of individual users to conduct maintenance and repairs on their own aircraft, which are allowed by the FAA or these regulations and standards. However, all such repairs and maintenance shall be authorized and conducted strictly in accordance with the Federal, State, and County regulations, circulars, airworthiness and requirements and such maintenance and repairs shall be conducted within the area designated by the Airport Manager or t-hangars leased by individual users of the Airport or by authorized repair facility. Engine cleaning using flammable liquids shall be done in the designated open-air maintenance area.
- d. All individual users shall comply with these regulations and standards and will not allow any maintenance or repair activities or any part thereof to be conducted in specified non-designated areas and will comply with all safety and fire regulations in effect at the time.

CHAPTER VI

RESERVATION OR RIGHTS OF AIRPORT OWNER

Section 1: Explanation of Rights Reserved

The County of Fauquier, Virginia, owner and operator of the Warrenton-Fauquier Airport, reserves all rights and powers to adhere to all Federal, State and Local laws, and all contracts it has entered into including, but not limited to, all Federal and State Grant Agreements with the FAA and VDOA for funding of improvements to the Airport. The County also reserves the right to make changes and modifications to these regulations and standards at any time.